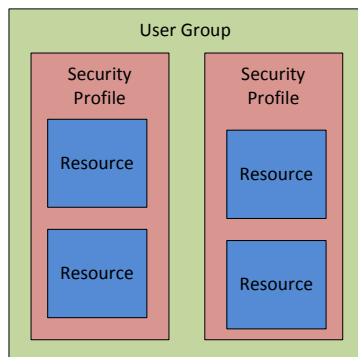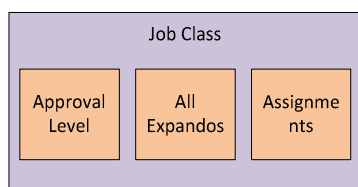# *eWiSACWIS* Security

## Security Hierarchy



**User Group** - A complete picture of different accesses that a worker has or group of workers have

**Security Profile** - A group of accesses to like areas, for example access to enter placements

**Resource** - A single access, for example access to open the access report page



**Job Class**—Determines three things in pre-set profiles

**Approval Level**—1 (Worker), 2 (Supervisor), 3 (Supervisor w/Financial)

**All Expando**—Ability to access the all County expandos for Access Reports and Home Inquiries

**Assignments**—Access to change case assignments

## Helpful User Groups

-County specific user groups start with the county name, i.e. " Adams - User Group"

-County specific user groups can be added/removed/changed at any time.

-The state maintains some user groups that are not county specific and can be used by any county:

- Read Only - Case Notes
- Read Only - Child Support
- No Access At All
- eW Reports Access Only
- County Executive - Clinical

## Audit Reports

CM22-a01 (Report by County)

CM22-a02 (Report by Work Type)

## Tips and Tricks

- New workers can be created by supervisors, but only security delegates can assign and approve access. Departing workers can be marked inactive by supervisors, but security delegates must approve access removal.

- Workers can request access to a page if they attempt to open a page they do not have access to. This will show up as a request for the security delegate in the request queue.

- eWReports security is managed independently. eWReports authorizers (typically security delegates) can add or remove access to any available report on an individual worker basis.

- Use the notes field in the security request screen to keep track of why access is granted or changed. This is a great resource should a delegate need to justify an access change.

- State eWiSACWIS Liaisons are always happy to help with any security questions.

## Worker Security Search

Maintain -> Security -> Worker Security Search



Search by any combination of multiple factors including user group, access to certain resources, supervisor, site, and status (active or inactive)